

## Educating Minds and Transforming Lives to Impact the World for the Glory of God



A <u>separate written notice</u> via email to info@ics.edu.sg or in letter form needs to be sent (at least 14 days before withdrawal date) prior to the completion of this form.

Submit this withdrawal/clearance form to the ICS Main Office **a week before the student's last day of school.** The school reserves the right to withhold the student's future transcripts/reports if prior clearance from the school has not been completed.

ICS is committed to maintaining the confidentiality of all information provided by you and undertakes not to divulge any personal information without your consent unless otherwise authorized by law and will not disclose any personal information to third parties for marketing purposes.

Student's Name:					Grad	e:	Last [	Day of Scho	ool:		
Forwa	rding Address:										
Author	ization:										
			CS to transfer all the schoo fficial request from the sch			Stude server	nt: I understand will be deleted wi	that my scho th immediate	ol email effect.	account and data on	
Parent's Signature					Date Student's Signature (MS & HS)					 Date	
Step 1. Reason For Withdrawal (please tick, as applicable)					Step 2. Clearance From Classroom (Note: MS/HS students are responsible for returning ALL classroom materials, emptying their lockers, and getting their teachers' signatures for clearance.)						
					Homeroom Teacher/Advisory Teacher: Locker Cleared? ☐ Yes ☐ No						
	Returning to Home	: Country						Classroom Materials		I	
	Health Reasons				Teacher	Subjects		RETURNED		COMMENTS and/or SIGNATURES	
	Financial Reasons	inancial Reasons			Homeroom/Advisory Teacher:						
	Family Emergency										
	☐ Transferring to another school in Singapore:										
☐ Home school ☐ Local School ☐ Another International School Name of school:			l School								
	Social or Cultural co	oncerns	S								
	School Facilities										
	☐ Location of Campus										
	☐ Extra-curricular Activities										
☐ Teacher's Performance											
	Academic Rigor										
	Administrative Leadership										
Others: (Pls. Specify)		fy)			Curriculum Director: Karla Cienfuegos		extbooks must be d to Ms. Cienfuegos				
Step 3. Office Check-Out (Please visit the various offices				s a	nd get the necessary signatures.	)	INITIAL	DATE	0	ptional for Parents	
Accounting/Business Office			All Finances Cleared? Fee Protection Insurance	ancelled?				Please take this opportunity to provide concerns, suggestions and comments you may have about the school (use			
Registrar's Office			Academic Records/Transcripts Archived?						back page, if needed). All information will be kept confidential and will be		
Admissions Office			Student Pass Cancelled 8 (for Student Pass Holders on Singaporean Citizen: MOI					viewed by relevant ICS officials only. Alternatively you may email to: info@ics.edu.sg. Your input is very valuable in helping ICS plan better for			
Library			Library Books Returned / Fines Cleared?						the future. Thank you!		
Front Office			Parent ID Card Returned? Parking Sticker Returned? Campus Card Account NOT negative? Note on the Campus Card REFUND: Students have 30 days from the last day of school to request a refund of the Campus Card balance. The request must be made in writing by email or letter. If a request is not received within 30 days, campus card balance is forfeited.								
Facilities Manager			□ Back gate access cancelled?								
IT Office		(HS Only)			nd / School software uninstalled?				Withdrawal Form Completed: Name & Signature by an ICS Officer:		
First Aid Office			Medical equipment / medicines returned?								
Athletic Director			Sports uniforms returned?					Date	:		
Policy P&O	4.4.1.2002 Early Withdrawal	Form 202	m 2022-2023								

